

**CITY OF GLOUCESTER
CONSERVATION COMMISSION
RESOURCE AREA SIGN-OFF SHEET FOR
BUILDING INSPECTION / ZONING BOARD OF APPEALS
DEPARTMENT PURPOSES**

Name: Applicant _____, Owner: _____

Project Address: _____

Telephone: _____, Assessors Map: _____, Lot: _____

Wetlands Base Map: _____

PROJECT Description: _____

***Requests for sign off must be accompanied by an 8 1/2 x 11 site plan with short narrative. Hand drawn on an existing engineering drawing or a copy of the wetland map section is fine as long as site and work details are accurate, plan is to scale, and all resources within 100 feet of the property are depicted clearly including non-water resources such as coastal dunes, banks to wetlands and waterbodies etc. (Perennial stream = 200 feet [accurate distances and dimensions to all resources within 200' must be shown or stated clearly], ACEC = 300 feet).**

Critical topographic details such as estimated degree and direction of slope, type and amount of vegetative cover, existence of pavement or lawn or other surface type should be indicated on the plan or in the narrative for review purposes.

I certify that all details relating to project work, resource area location and buffer zone boundaries are correct and accurately depicted on the attached site plan and understand that failure to provide accurate information will result in this permit being revoked and possible enforcement action. See submittal details on back of form. I understand that if the Conservation Agent needs to make a site visit to review this proposal I will be charged \$20 for this sign-off. Submittal of site photos may substitute for a site visit being made. Sign-off requests will be processed within 72 hours. We will try whenever possible to issue responses within 48 hours.

Signature of applicant: _____

_____ **DO NOT ISSUE A PERMIT AT THIS TIME.**
_____ **YOU MAY ISSUE A PERMIT AT THIS TIME.**

Date issued: _____, **Issued by:** _____

Additional Reviewer Comments:

DO NOT ISSUE A PERMIT AT THIS TIME.

_____ The conservation agent will review the proposal, conduct a site visit to confirm that there is no potential for adverse impact to the resource area and respond within 72 hours of the issue date. A written letter response will be issued.

_____ The applicant should contact the conservation agent for further clarification and a site visit.

_____ Project is within the 300 foot buffer to an ACEC, the 200 foot buffer to a perennial stream.

_____ The project is within the jurisdictional buffer to other resource areas, is not minor and has no recorded permit.

_____ The project is shown to be within a resource area based on town wetland maps or local knowledge of resource areas not shown on the maps.

_____ The project had a conservation permit (# _____), but the permit has expired.

_____ The project is within a flood plain as shown on the Flood Insurance Rate Map.

YOU MAY ISSUE A PERMIT AT THIS TIME.

_____ A valid OoC has been issued for the project as described on the attached site plan and narrative. (DEP# _____ expiration date _____)

_____ A valid DoA has been issued for the project as described on the attached site plan and narrative. (GCC# _____, expiration date _____)

_____ A valid ORAD has been issued for the project as described on the attached site plan and narrative. (DEP # _____ expiration date _____)

_____ A valid Letter Permit has been issued for the project as described on the attached site plan and narrative. (Ref # _____ expiration date _____)

_____ The work is not within any known jurisdictional buffers to any resource areas based on the site plan submitted the town A4 and wetland delineation maps.

_____ The work is in the outer 50% of a resource buffer other than perennial river or ACEC and is minor (i.e. Installation of sonotubes, home maintenance such as siding replacement, roof replacement, or any other similar minor activity which will result in no disturbance of soils or vegetation within the jurisdictional buffers.) In addition the indicated topographic details indicate no likelihood of adverse impact to resource areas due to this project (i.e. No slope toward the resource or demonstrated existence of heavy vegetative cover between the resource and the project)